

CITY OF VANCOUVERSPECIAL COUNCIL MEETING

A Special Meeting of the Council of the City of Vancouver was held on Thursday, October 22, 1970, in the No. 1 Committee Room at 11:55 a.m. with the following Members of the Council present:

PRESENT: Aldermen Bird, Broome, Calder,
Linnell, Phillips and Rankin.

ABSENT: His Worship the Mayor (Civic Business)
Alderman Hardwick (Civic Business)
Alderman Wilson (Civic Business)
Alderman Sweeney
Alderman Adams

CLERK TO
THE COUNCIL: M. James

MOVED by Ald. Bird,
SECONDED by Ald. Broome,

THAT, in the absence of His Worship the Mayor and Alderman Hardwick, the Deputy Mayor, Alderman Linnell take the Chair.

- CARRIED.

Report of the Standing Committee
on Health and Welfare 'In Camera'
dated October 22, 1970

MOVED by Ald. Broome,
SECONDED by Ald. Phillips,

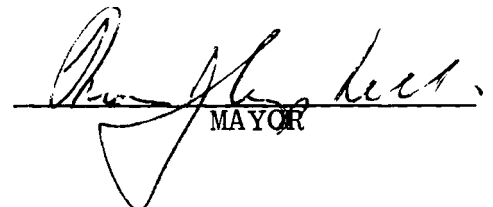
THAT the report of the Standing Committee of Council on Health and Welfare 'In Camera' dated October 22, 1970, be adopted.

- CARRIED.

The Council then adjourned.

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The foregoing are Minutes of a Special Meeting of the Council on October 22, 1970.


MAYOR


CITY CLERK

REPORT TO COUNCILSTANDING COMMITTEE ON HEALTH AND WELFAREOCTOBER 22, 1970

An 'In Camera' meeting of the Standing Committee of Council on Health and Welfare was held in the No. 1 Committee Room, City Hall, on Thursday, October 22, 1970, at 10:55 a.m.

PRESENT: Alderman Linnell (Chairman)
Aldermen Bird, Broome, Calder,
Phillips and Rankin.

ABSENT: His Worship the Mayor (Civic Business)
Alderman Hardwick (Civic Business)
Alderman Wilson (Civic Business)
Alderman Sweeney
Alderman Adams

CLERK TO

THE COMMITTEE: M. James

The Minutes of the meeting held October 1, 1970, including 'In Camera' Minutes of same date, were adopted.

The following recommendations of the Committee are submitted for the action of Council:

RECOMMENDATIONS

1. Social Service Department
Re-organization

At the last meetings of the Committee, the topic of the Re-organization of the Social Service Department was under consideration, and also under consideration was the report of the Board of Administration dated September 25, 1970, entitled "Social Service Department - Establishment of Financial and Administrative Division" which was referred to the Committee by the action of Council at its meeting of September 29, 1970.

In response to the first recommendation of the report of the Board of Administration, your Committee heard, as requested, from the Municipal and Regional Employees' Union who was represented by Mr. R.C. Ross, Business Manager, and Mr. Ken Derby, President, and Mr. E.D. Hepting, Supervisor of Control and Accounting Departments, City Social Service Department, and Mr. D.C. McDonnell, East Unit Director, City Social Service Department. The representatives of the Union submitted to your Committee a "Report of the Social Service Department Employees on Reorganization of the Department" dated October 13, 1970. The submission contained 10 specific points and 6 specific recommendations.

The members of the delegation amplified the written submission by oral comment and example and replied to questions posed by Members of the Committee.

The Committee discussed seriatim the points (a) to (n) in the report of the Board of Administration dated September 25, 1970, and discussed at length further points to be included and, after explanation on the matters before the Committee by the Board of Administration and Administrative Analyst,

. . . Cont'd.

REPORT TO COUNCIL 'In Camera'

STANDING COMMITTEE ON HEALTH AND WELFARE 2
OCTOBER 22, 1970

Clause No. 1 (Cont'd.)

RECOMMENDS:

- (a) A "Financial and Administrative Services Division" be established in the Social Service Department.
- (b) The Division be organized into three branches, namely:
 - i. Clerical Services Branch
 - ii. Financial Services Branch
 - iii. Accounting Services Branch
- (c) The Division assume responsibility for:
 - i. providing all administrative and clerical services;
 - ii. receiving applications, establishing eligibility, authorizing and issuing allowances;
 - iii. preparing and rendering accounts to obtain reimbursement of monies disbursed, approval of accounts payable, preparation of Canada Assistance Plan claims;
 - iv. other related duties.
- (d) The number of established positions in the Division be 129 as detailed in Sections 2(b), 2(c) and 2(d) on pages 8 to 11 of the report and the total complement of the Department remain unchanged, in accordance with Council resolution of May 26, 1970.
- (e) The office equipment required (two cheque writing machines and a mailing machine) be selected by immediate tender call; such machines to be rented for the balance of 1970 with an option to purchase in 1971 and the rental paid to be applied in whole or in part to the purchase price in 1971.
- (f) The replacement cost of dictating equipment in use by the typing pool and telephone service be included as a 1971 budget item.
- (g) The City Building Inspector be authorized to review the accommodation at 1530 West 8th Avenue (as soon as the Downtown space has been approved) so that he may submit recommendations for alterations to City Council in 1971.
- (h) Mileage allowances be granted on a regular basis to the incumbents of the following positions:
 - i. Division Head
 - ii. Clerical Services Branch Head
 - iii. Financial Services Branch Head
 - iv. Supervisor and nine (9) Social Service Assistants of the Eligibility Section.
- (i) The recommendations of the Director of Personnel Services at Section 7 (pages 21 to 24) be adopted.

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REPORT TO COUNCIL 'In Camera'

STANDING COMMITTEE ON HEALTH AND WELFARE 3
OCTOBER 22, 1970

Clause No. 1 (Cont'd.)

SUMMARY

	<u>Proposed Classification</u>	<u>Effective Date</u>
1 Position	Assistant Director - Financial & Administrative Services (Salary to be determined)	When adopted
1 Position	Clerk Stenographer II Pay Grade 10 (\$389 - 459)	When adopted
1 Position	Social Service Assistant III (Supervisor) Pay Grade 27 (\$825 - 990)	When adopted
1 Position	Accounting Supervisor - Welfare Services Pay Grade 23 (\$722 - 825) *	When adopted
1 Position	Clerk V Pay Grade 22 (\$657 - 788)	When adopted
1 Positions	Social Service Assistant II Pay Grade 22 (\$722 - 788) *	When adopted
13 Positions	Social Service Assistant IA Pay Grade 19 (\$575 - 687) or (\$657 - 687) *	When adopted
8 Positions	Social Service Assistant I Pay Grade 17 (\$526 - 629)	When adopted

* effective range under Personnel Regulation No. 160-1(a)(2)

(j) The new class specifications as prepared by the Director of Personnel Services (attached to Board of Administration report dated September 25, 1970) be approved:

- i. No. 326: Assistant Director - Financial and Administrative Services
- ii. No. 314-1: Social Service Assistant III (Supervisor)
- iii. No. 301: Accounting Supervisor - Welfare Department
- iv. No. 313-1: Social Service Assistant IA.

(k) Class Specification No. 012 "Administrative Officer - Social Service" be abolished.

(l) The temporary position of "Administrative Officer - Social Service" be abolished effective upon the appointment of the "Assistant Director - Financial and Administrative Services".

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REPORT TO COUNCIL 'In Camera'

STANDING COMMITTEE ON HEALTH AND WELFARE 4
OCTOBER 22, 1970

Clause No. 1 (Cont'd.)

- (m) The recommendations of the Comptroller of Accounts that:
 - i. should funds be required for salaries, they be appropriated from Revenue Surplus - Prior Years pending final results at year end;
 - ii. Estimated rental costs of \$4,525 for office equipment be provided from Revenue Surplus - Prior Years.
- (n) In view of the current "abnormal" situation, a proportion of the recommended positions remain on a temporary basis subject to review after six (6) months and thereafter, at regular intervals to decide whether or not the temporary positions should become permanent.
- (o) In initiating this Financial and Administrative Services Division it is not the intention of Council to adversely affect the position of Social Workers but rather to give them greater scope to exercise their professional competence by removing from them any responsibility for the financial and administrative aspects.
- (p) The further implementation of new procedures be left in the hands of the Board of Administration with the general intention that they would not be initiated until the Social Service Administrator has been appointed and the reorganized staff of the division had been trained.
- (q) The administrative arrangements should be considered as flexible and subject to change if improvements can be made.

FURTHER RECOMMENDS that the Board of Administration be instructed to report to Council on the classification and other related personnel matters of the position of Head of the Social Services Division, as outlined in the report of the Board of Administration dated March, 1970.

The meeting then adjourned.

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FOR ADOPTION SEE PAGE(S) 24